

# Action Plan: ADMINISTRATIVE COMPLAINTS

## Performance Evaluation Form

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Date: \_\_\_\_\_/\_\_\_\_\_/20\_\_\_\_

## Field Visit

PRPD Headquarters : \_\_\_\_\_  
 PRPD Area : \_\_\_\_\_  
 Zone of Excellence : \_\_\_\_\_  
 District : \_\_\_\_\_  
 Precincts : \_\_\_\_\_  
 Unit : \_\_\_\_\_

## Meeting

Staff interviewed : \_\_\_\_\_  
 Start Time : \_\_\_\_\_:\_\_\_\_\_  
 End Time : \_\_\_\_\_:\_\_\_\_\_

## I. Policies and Procedures

Activities	Progress			Compliance			Specific Recommendations
	Yes	No		Total	Partial	Non	
1.1 Draft Public Information Program on Complaints and Recognition.							
1.2 Review of inter-agency MOU on criminal and administrative investigations.							
1.3 Draft policy on giving testimony in an administrative proceeding.							
1.4 Review of Regulation 6506 and adoption of new Regulation.							
2.1 Review of Regulation 4216.							

2.2	Draft administrative order on disciplinary sanctions.				
2.3	Draft administrative order on non-punitive disciplinary actions.				
3.1	Review of General Order 2010-14 (SARP).				
4.1	Review of Regulation 6403.				
<b>II. Training</b>					
<b>Activities</b>		Progress	<b>Compliance</b>		
Yes		No	Total	Partial	Non
1.1		Specific Findings			
SAEA will develop training for SARP and OAL regarding administrative complaints.					
1.2					
SAEA will develop training for SARP and OAL regarding administrative complaints.					
2.1					
Training of SARP and OAL personnel: 50% in the first year and the remaining 50% in the second year.					
2.1					
Training of supervisory personnel.					
3.1					
Training of all PRPD personnel.					
4.1					
Training of supervisory personnel on stress control.					
<b>III. Data Gathering and Reporting</b>					
<b>Activities</b>			<b>Compliance</b>		
Progress			Total	Partial	Non
Yes					
No					
			<b>Specific Recommendations</b>		
1.1					
Acquisition of information systems for tracking administrative complaints.					

1.2	Inventory of complaints.					
1.3	Digitalization of complaints.					
1.4	PRPD's self-assessment of information systems.					
1.5	External assessment of information systems.					
1.6	Solicitation of information systems.					
1.7	Contract adjudication and implementation.					
1.8	Training for new information systems.					
<b>IV. Implementation</b>						
		Progress	Specific Findings		Compliance	
		Yes	No			Specific Recommendations
1.1	Public information plan on how to file administrative complaints.			Total	Partial	Non
2.1	The Psychology Unit will provide psychological and therapeutically support services.					
2.2	SAEA will retrain officers.					
3.1	Caseloads and HR staffing analysis for SARP.					
3.2	Recruitment of SARP candidates.					

3.3 Selection of SARP candidates.	Compliance			Specific Recommendations	
	Progress		Specific Findings		
Activities	Yes	No	Total	Partial	Non
1.1 PRPD will collect data and monitor administrative complaints for the purpose of self-assessment through activities (a) through (i).					